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Minutes 10/30/2003

**Capital Planning Committee
Meeting Memorandum
October 30, 2003**

In attendance were:

Rob Addelson
Steve Andrew *
John Bilafer *
John FitzMaurice
Charles Foskett, Chairman
Nancy Galkowski
Ruth Lewis
Anthony Lionetta
Barbara Thornton

* Denotes those not in attendance.

1. **Welcome Rob Addelson:** Charlie F. opened the meeting and welcomed new member, Rob Addelson as the School Department's Designee. Charlie F. also provided the committee with updated organizational materials.
2. **Minutes:** Meeting of the October 7 meeting were reviewed and approved.
3. **News Rack Committee:** Charlie F. noted that the planned presentation by the News Rack Committee had been postponed and will take place at the next meeting.
4. **Debt Schedule:** Charlie F. passed out the present Debt schedule table. It appears that there is a \$100,000 pickup to the Capital Plan this fiscal year.
5. **Status of Prior Year Items:** Ruth L. distributed tables listing the spending status of prior year budget items >> FY 03 back to FY 98. There was a general initial review of these tables with discussion about what items could be cancelled and funds "returned" to the Capital Plan for use this year. Subcommittees should discuss these items with their respective departments to ensure proper disposition. Budget items no longer needed should be "swept" back into the Capital Plan.
6. **Library Requests:** Barbara T. and Ruth L. gave their report on Library requests. In addition to photocopying, the Library has compiled a Five-year plan for building related items. This plan was developed from the On-Site Inc's Building Management report recently completed by for the Library. The Subcommittee recommended carrying these items forward in this year's deliberations with the exception of two items. These two items are for interior painting (\$34,000) and refinishing of interior woodwork (\$10,800), which are viewed as maintenance to be paid for out of the Operating budget.

7. **Administrative Subcommittee:** Requests by this group are primarily copier related. Acceptance of these requests is recommended by the subcommittee. The subcommittee noted that the Board of Selectmen copier could be moved out, if needed.

8. **Fire Station Requests.** Rob A. began the Subcommittee's report on the Fire Department requests. The discussion focused on the Park Square Station and what the plan would be if it is approved and, what it would be if it is not accepted into this year's plan. There are sequential consequences to the timing other Fire Station projects.

There were several questions raised that the subcommittee will seek responses to from the Fire Director. These include what the Department's position on Park Circle Station if it is not carried in this year's plan. Also, there were questions of what is involved in the Annual Maintenance Request of \$10,000. A detailed breakdown is needed. Also, what is the staging plan for housing apparatus during rehabilitation of the Central and Headquarters Stations? The decision was made to end the report at this time, given the time and, pick it up at the next meeting.

9. **Adjournment:** Next meeting November 13, 2003.